

Community Residential Care Facility (CRCF) Plan Review Checklist

September 16, 2004

This checklist is a guide for preparing plans. It is only a guide to assist in answering required questions. All items in this checklist must be addressed on the submitted plans.

Applicable Regulations, Standards, Codes:

DHEC Regulation 61-84 (2001)
Fire Marshal Regulations,
International Building Code (IBC/2000)

A) Date Reviewed _____ Type Review: S _____ DD _____ Final _____

B) Facility Name _____
Address _____
City _____ Zip _____ Telephone (_____) _____

C) Facility Contact or Owner _____
Address of Owner _____
City _____ State _____ Zip _____
Telephone (_____) _____

D) Architect: _____ Telephone: (_____) _____
Address: _____
City: _____ State _____ Zip: _____

E) Application Filed with SCDHEC Health Licensing _____

F) Number of Beds requested _____ Number of Existing Beds _____
(Excluding Staff) (Excluding Staff)

G) Drawings Properly Sealed by an Architect and/or Engineer _____

****ALL FACILITIES LICENSED FOR 6 OR MORE BEDS ARE REQUIRED TO HAVE PLANS SEALED BY A REGISTERED ARCHITECT OR ENGINEER. RENOVATIONS REQUIRE PHOTOS.****

H) Water Permit _____ Sewer Permit _____ Zoning Permit _____
(Date) (Date) (Date)

****IF THIS FACILITY IS TO BE SERVED BY A SEPTIC TANK SYSTEM AND/OR WATER WELL SYSTEM, PERMITS OR SYSTEM PLAN APPROVAL MUST BE SECURED BEFORE HEALTH FACILITIES CONSTRUCTION CAN APPROVE THE BUILDING PLANS. CONTACT THE DHEC ENVIRONMENTAL QUALITY CONTROL OFFICE IN YOUR COUNTY BEFORE PROCEEDING WITH PLANS OR SITE WORK.****

CONSTRUCTION PLAN REQUIREMENTS

All items below must be addressed on the submitted plans.

I. SITE PLAN (Location of proposed building to be licensed)

1. Location and description of any existing structures on the property, structures built adjacent to the property line (both sides), streets, highways, sidewalks, parking, etc.
2. Type and location of Water service (City or Well), Sewer Service (City or Septic tank), Electrical, Gas (Natural, Propane, None),
3. Distance to nearest fire hydrant. _____ (must be less than 500 feet), or supply a letter from local fire department indicating their availability of necessary equipment to fight fire in this type of facility.
4. Any hazardous areas (i.e. cliffs, roads, hills, pools, etc.) must be enclosed by a fence or natural barriers that protect the residents.

J. BUILDING INFORMATION

1. Facility Classification (IBC) This Facility classification is _____

	Less than 6 beds	6 or more beds	17 or more beds	4 or more residents who cannot exit without assistance	6 or more residents who cannot exit without assistance
Classification	R-3	R-4	I-1	R-3	I-2
Sprinklered	NR	Yes	Yes	Yes	Yes
Corridor Width	44"♣	44"♣	44"	44"	6 feet♦
Emergency Generator	NR	NR	NR	NR	Yes
Wiring in metal conduit	NR	NR	NR	NR	Yes
Hosp. Grade Recpt.	NR	NR	NR	NR	Yes
Corridor Rating	0/1hr.*	1 hr.	1 hr.	0/1 hr.*	0
Tenant separations	0	1 hr.	1 hr.	0	1 hr.
Resident room doors	Solid	20 min.	20 min. 32" Clear Width	Solid	20 min. 32" Clear Width
Smoke barriers	NR	NR	NR	NR	Yes
Smoke detectors in all sleeping rooms	Yes Single Station	Yes	Yes	Yes Single Station	Yes
Fire Alarm System	NR	Yes	Yes	NR	Yes

* If the building is equal to or greater than 2000 sq.ft. the corridors must be 1 hour rated

♦ Corridor width of six feet is acceptable provided there is no movement of beds required

♣ Facilities of five (5) beds or less, may be not less than 36". Six (6) to ten (10) beds, not less than 40", Over ten (10) beds, not less than 44".

NR Not required

K) Type of Construction (IBC) _____

L) Building Height & Area- (IBC/T-503)

Allowable Area _____ Actual _____
Allowable Height _____ Actual _____
Any Firewalls _____

M) Square footage of the facility or area for the program (DHEC 61-84/1901-A)

- 1) Facility of 10 beds or less -- 200 gross square feet per licensed bed.
- 2) Facility of 11 beds or more -- 2000 gross square feet plus 100 Sq.ft. per licensed bed(s) over 10.
- 3) Total square footage _____ Maximum residents allowed. _____

N) **DINING** (DHEC 61-84/2701.C.2)

- 1) Fifteen (15) square feet per resident excluding any required exit width.
Total dining area _____

O) **LIVING AND RECREATION SPACE** (DHEC 61-84/2701.C.1)

- 1) Combined shall have 20 square feet per licensed bed, excluding bedrooms, halls, kitchens, dining rooms, bathrooms, and rooms not available to the residents.
Total Living & recreational area. _____

P) **SPRINKLER SYSTEM** (If Applicable) (DHEC 61-84/2202) _____

Q) **FIRE ALARM AND SMOKE DETECTION SYSTEM** (DHEC 61-84/2203, 2204) (IBC 907.2.6)

- 2) Smoke Detectors in every sleeping room.
- 3) Fire alarm system (facilities with 13 beds or more)
 - a) Fire Alarm system meets requirements of a "Partial System" as defined in NFPA 72.
 - b) Fire Alarm system is tied to the fire department by UL approved system (NFPA 72)
 - c) Smoke detectors placed every 30 feet in halls and within 5' of cross corridor doors.
 - d) Smoke detector Indicator lights outside resident room door or appropriate annunciator panel(s). (DHEC 61-84/2203.I)
 - e) Mechanical HVAC system shutdown upon activation of fire alarm system. (DHEC 61-84/2203.D)
 - f) Both Fire Alarm system **and** Monitoring Company is UL certified. Provide copies of UL certifications

R) **INTERIOR FINISHES** (IBC/T-803.4 and Sec. 805.1)

- 1) Curtains/draperies must be flame-retardant or blinds used
- 2) Mattresses and pillows must be fire resistant
- 3) Wastebaskets must be made of a non-combustible material
- 4) **No Paneling** may be used in the facility unless it meets required flame spread ratings as indicated in IBC Table 803-4.

S) **STAIRWAYS**, if any. (Enclosed in 1 hr. with rated door(s))

T) **ATTIC DRAFTSTOP LOCATIONS**, if any

U) **SMOKE BARRIER LOCATION(S)**, (in buildings classified as "I-2" Institutional)

V) **FIRE EXTINGUISHER AND CABINETS**

- 1) Mounting height <60" AFF
- 2) Cabinets not locked

- 3) Type and size of extinguisher(s)
- 4) Indicate all locations

W) **Laundry**

- 1) Not located in kitchen, dining, or food prep areas

X) **BEDROOMS**

- 1) Square footage of bedrooms (DHEC 61-84/2703)
 - a) Private Room - 100 sq. ft. per resident.
 - b) Multi occupancy rooms-80 square per resident.
 - c) No more than three (3) residents per room. (DHEC 61-84/2702. C, D)
 - d) No resident room in basement.
 - e) Disability accessible (11 residents or more, 5% of sleeping rooms)
 - f) Maximum residents allowed. _____
- 2) Tenant Separation: 1 Hour rated.
 - a) Exception: Facilities for five beds or less.
- 3) Access to resident's room may not be through the kitchen. (IBC/1004.2.3)
 - a) Exception: Permissible in facilities of 5 beds or less. (Sec. 2702-F Exception 61-84)
- 4) Access to resident's room may not be through another bedroom, toilet, or bathroom. (DHEC 61-84/2702.F)
- 5) Windows
 - a) Location
 - b) Size (1/10 of floor area)
 - c) Sill height cannot exceed 40 inches
 - d) Windows operable for fresh air. (DHEC 61-84/2712.C)
 - e) ****No Resident windows may open onto screened or enclosed porch****
- 6) Furniture layout
 - a) Bed(s) (3 ft. Apart)
 - b) Comfortable chair provided.
 - c) Closets or wardrobes provided.
 - (a) **Space occupied by closets and wardrobes is not included in required minimum square footage requirement for bedroom. If no closets are provided, subtract 8 sq. ft. per resident from room's total square footage for wardrobe space.)**
 - d) Drawer space
 - e) Mirror

Y) **BATHS**

- 1) Bathrooms shall be 15 square feet minimum area.
- 2) Min. one toilet per six (6) licensed beds. # _____
- 3) Min. one (1) lavatory adjacent to each toilet. # _____
- 4) Min. one (1) tub or shower per eight (8) licensed beds. # _____
- 5) Privacy provided at tubs, showers, toilets, urinals
- 6) Liquid soap dispenser.
- 7) Paper towel dispenser or electric hand dryer.
- 8) Window area (3 sq.ft. min.) or mechanical vent.
- 9) Grab bars or handgrips for all tubs, showers, and toilets.
- 10) Floor finish type _____
- 11) Walls are non-absorbent, and washable. Describe: _____
- 12) Handicap equipped facilities (meets ADA)(11 or more residents)

- 13) Separate bath facilities for live-in staff, if any
- 14) Toilet facilities for kitchen staff with self closing doors.
- 15) Mirror mounted above each lavatory.

Z) **CORRIDORS:**

- 1) Corridor walls rating (IBC/407.3) _____
- 2) Corridor Width - Minimum 44" clear width. (DHEC 61-84/2707.A) _____
 - a) (40" in facilities of 6 to 10 residents)
 - b) (36" clear width permitted in facilities of 5 or less residents).
 - c) See chart above for Institutional I-2, as applicable
- 3) Handrails are provided on one side of corridor, return to wall at ends. (DHEC 61-84/2710)
 - a) (Not required for 10 or less residents).
- 4) Required clear width is maintained for exit/access and not included in width of rooms (i.e. dining, sitting)
- 5) Maximum travel distance to farthest exit. _____
- 6) Arrangement of Exits (Sec. 1004, IBC)
- 7) Dead End Corridors (<20 ft.) (Sec.1004.3.2.3)
- 8) Stair Width minimum 36"

AA) **DOORS**

- 1) Egress Doors are side swinging. (1003.3.1.2 IBC)
- 2) Corridor doors rating (Sec. 407.3.1 IBC) _____
 - a) Resident sleeping room doors: (Sleeping rooms are considered as Tenant Spaces)
 - (a) Solid core non-rated in facilities with 5 beds or less
 - (b) 20 minute fire rated in facilities of 6 beds or more.
 - b) Door Widths (Sec. 1003.3.1.1 IBC)
 - (a) Exit doors - 32"
 - (b) Resident occupied room doors - 32"
 - (c) Bath/restroom doors - 32 "
- 3) Exit doors must swing out onto landing level with interior floor. (1003.3.1.5 IBC)
 - a) Exception: Facilities of 5 beds or less
- 4) The landing must be as wide as the door and as deep as the door is wide.
 - a) Exception: Facilities of 5 beds or less
- 5) Sliding glass doors have tempered glass with decal.
- 6) Resident room and exit door Hardware
 - a) Operable without grasping
 - b) Single action unlocking and opening with no separate deadbolts - (Levers, no knobs, per ADA for 11 or more residents)
- 7) Resident room doors must swing into rooms.
- 8) Delayed egress requirements met for doors and outside fenced areas, if applicable (1003.3.1.8.2 IBC)
- 9) Rooms of 1000 Sq. Ft. or more must have two exits.

BB) **RAMPS** (Sec. 1003.3.4. Thru 1003.3.4.8)

- 1) At least one exterior ramp, min. width 3'-0", shall be provided.
- 2) Slope (1:12 Maximum) (1 ft. length for every one inch (1") of height above ground at top)
- 3) Landings at both top and bottom (min 3'-0" wide x 5'-0" long). Landings at a change in direction on the ramp shall be 5'-0"x 5'-0".
- 4) Top landing level with interior floor

- 5) 2 ft. clearance between door strike and landing edge
- 6) Handrails/Guardrails
- 7) Surface of non-skid Material
- 8) Ramp of noncombustible construction (facilities with 11 beds or more)
- 9) Ramp discharges onto surface usable by persons whom are physically challenged in all weather conditions.

CC) **HANDRAILS**

- 1) Provided on one side of each corridor/hallway and on all stairways, ramps, and porches with two or more steps.
 - a) Exception: Not required in hallways of facilities licensed for ten (10) beds or less
- 2) Ends of handrails attached to walls, return to wall.

DD) **GUARD RAILS**

- 1) All porches, walkways, recreational and other areas elevated thirty inches (30") or higher are equipped with guard rails forty-two inches (42") high.
- 2) Guard rails close enough together so that a four inch (4") ball cannot pass through.
- 3) All steps, stairways, ramps, and porches of two (2) or more steps equipped with handrails.

EE) **HEATING AND AIR CONDITIONING (HVAC) SYSTEM**

- 1) Designed to maintain 72⁰ F air temperature in winter and 80⁰ F air temperature in summer for all occupied areas.
- 2) System description (facilities with 6 or more beds)
 - a) Ducted to each bedroom with separate supply and return. _____ -
 - (a) Hallway Cannot Be Used As A Common Return
 - (b) No HVAC supply or return grill installed in the floor.
 - (c) Shutdown of HVAC system upon activation of Fire Alarm System. (Central, recirculating units and units serving corridors)
 - b) Through wall units _____
- 3) Fire dampers or radiation dampers installed where required
- 4) Fuel:
 - a) Electric_____ Oil_____ Gas_____

FF) **ELECTRICAL SYSTEM**

- 1) Receptacles
 - a) Resident rooms
 - b) Corridors
 - c) GFCI, if within 6 feet of a sink
- 2) Exit Signs
- 3) Exit Sign Illumination
- 4) Corridor Illumination
- 5) Exterior Illumination
- 6) Emergency Electrical Service

GG) **PLUMBING**

- 1) Water Heater
 - a) Hot water supplied to all tubs, showers, handwash sinks and kitchen sinks
 - b) Water pressure 20 psi
 - c) Resident area hot water temperature between 100⁰ F- 120⁰ F

- d) Hot water to pot wash sink(s) in kitchen at 140⁰ F or 120⁰ F provided all kitchen equipment/utensils are chemically sanitized

HH) **KITCHEN** (FOR 15 OR LESS RESIDENTS) _____

- 1) Stove hood must be vented to the outside
- 2) All surfaces must cleanable and durable
- 3) Receptacles within 6 ft. of sink are GFI receptacles
- 4) Three compartment sink with drainboards.
 - a) Exception: Facilities licensed for **5 beds or less** may have a two compartment sink **and** a domestic dishwasher provided the two compartment sink is large enough to sanitize and adequately air-dry equipment/utensils.
- 5) Smooth ceilings
- 6) Rated walls and doors between kitchen and exit access corridor.(6 or more residents)
- 7) Stove hoods in facilities licensed for **13** or more residents must have a hood **extinguishing** system.

II) **KITCHEN** (FOR 16 OR MORE RESIDENTS) _____

- 1) Separate kitchen plan locating all equipment
- 2) Make and model number of all equipment
- 3) Thermometer schedule
- 4) Location of floor drains
- 5) Wall finish schedule (all concrete must be sealed and surfaces cleanable)
- 6) Garbage can pad with hot and cold water
- 7) Receptacles within 6 ft. of sink are GFI receptacles
- 8) Separate handwash sink
- 9) Separate toilet and locker facilities for kitchen staff
- 10)Hood vented to outside
- 11)Hood Extinguishing System
- 12)Smooth ceilings

JJ) **WORK STATIONS** (if provided)

- 1) Separate medical prep room
- 2) Adequate storage
- 3) Adequate work area
- 4) Separate toilet and handwashing sink nearby

KK) **FIREPLACES**

- 1) All fire places must have enclosed flame or glass doors meeting NFPA temperature requirements.
- 2) Unvented gas fireplaces must meet requirements of LLR Division of State Fire Marshal Regulations.
- 3) Gas fueled fireplace must have secondary "cut-off" valve located per code.

LL) **OTHER**

- 1) Telephone available for use by residents
- 2) Janitors' closets (if provided).
- 3) Storage space >100 sq. ft. must be enclosed by fire rated construction of one (1) hour.